

Locating Employment When You Have a “Less Than Perfect” Record

Keys in Finding Employment

- **Identify** your marketable skills (inventory)
- **Sell Yourself** by effectively using marketing tools
- **Connect** with your customer (employer)

Step # 1.

Identify Your Marketable Skills

- *Past employment*
- *Training and Education*
- *Military*
- *Prison **
- *Volunteer service **
- *Hobbies **

SKILL TYPES

- ***HARD***

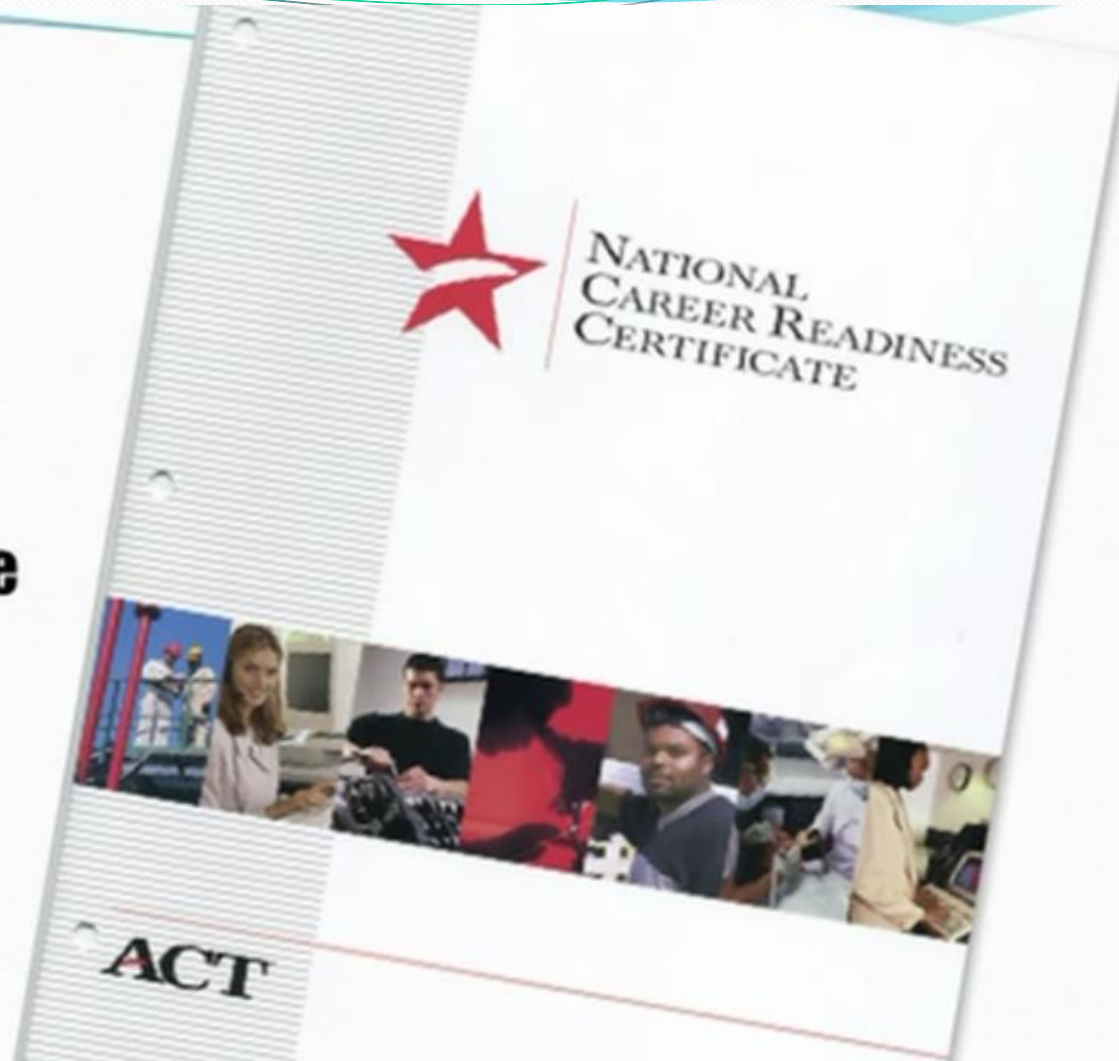
- ***SOFT***

Soft Skills:

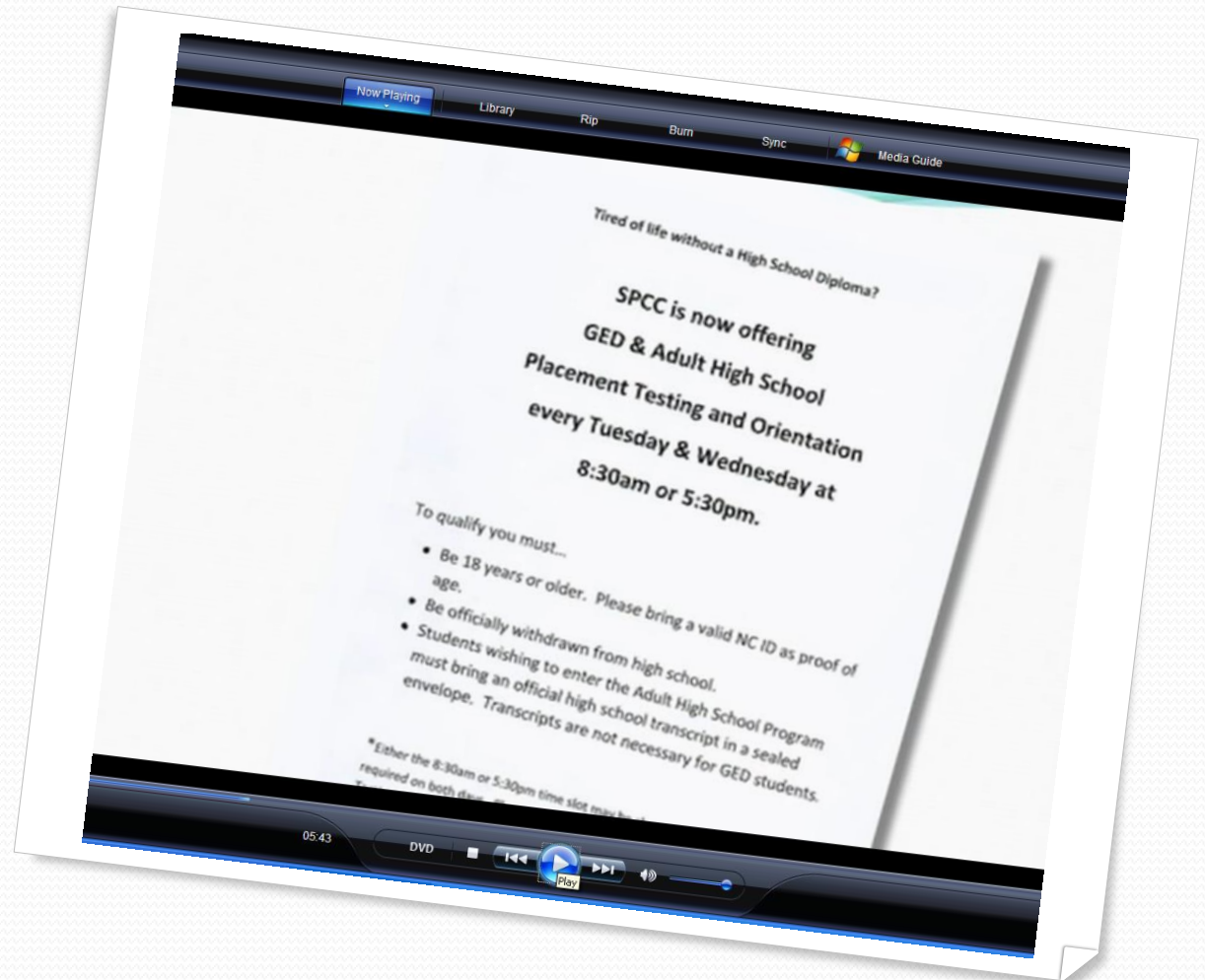
- **Punctuality**
- **Dependability**
- **Diligence**
- **Integrity**
- **Attention to detail**
- **Motivation**
- **Team Spirit**
- **Loyalty**
- **Self-discipline**

d. None, or Few

- **CRC – Career**
Readiness **Certificate**
- **Reading for**
information
- **Applied math**
- **Locating information**



GED



Few Skills or None

- **Vo-Tech**
- **Entry Level Positions**

Step # 2

Sell Yourself

KEYS

- Confidence
- Sales Tools



What TOOLS do you need in your TOOLBOX?

a. Resumes

- Concise – one page

Your Name
Contact Information

Qualifications

- Nearly 27 years accounting, auditing, and tax experience advising growing privately-held companies and individuals
- Ability to direct complex projects and identify operational efficiencies and cost savings
- Goal-oriented individual with strong leadership skills
- Organized, highly motivated, and detail-oriented problem solver
- Proven ability to work in teams with staff, senior management, and board of directors

Educating

B.S., Accounting, University of North Carolina at Charlotte • 1982
A.S., Business, Wiggins University • 1980

Relevant Experience & Accomplishments

Management / Supervising

- Advised and assisted Companies in the improvement of financial reporting
- Worked with senior management to utilize financial information to identify operational efficiencies
- Supervised and directed the audit and tax services for US companies
- Trained, supervised and evaluated staff
- Directed recruitment and retention of accounting, auditing and tax staff
- Coached improvement of staff auditing, accounting and financial consulting skills

Experiences

Audit/Tax Manager, Walker & Associates 2006 - 2008

- Managed audit and tax engagements of local companies and individuals
- Provided tax, accounting and auditing technical assistance to staff
- Generated new client services

Audit Partner, Ballard, Blanchard, Johnson, PLLC/Larson Allen PLLC 1985 - 2005

- Co-Founded a CPA firm that grew in revenues from \$150K to \$3M that provided accounting, auditing, review, tax and consulting services to companies which merged with Larson Allen PLLC in 2004
- Provided accounting and auditing technical assistance
- Provided technical assistance on Employee Benefit audits
- Generated new client services

Senior Audit Manager and Technical Director, RDO Services 1992 - 1995

- Coordinated scheduling of audit and accounting projects
- Managed audit engagements of local, national and international projects
- Taught accounting and auditing training at five national conferences
- Served as accounting and auditing technical director for Charlotte office

Continuity Involvement

University of North Carolina at Charlotte, Accounting Advisory Board

Honors & Memberships

Charlotte Rotary Club, Member

University of North Carolina at Charlotte, Outstanding Accounting Alumnus

Compensation

Cost Leads graduate, University of North Carolina at Charlotte

References

Negotiable

Front-Loaded

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FOCUSED – Target your buyer

**Career Field
or
Specific Job**

Uses of a Resume

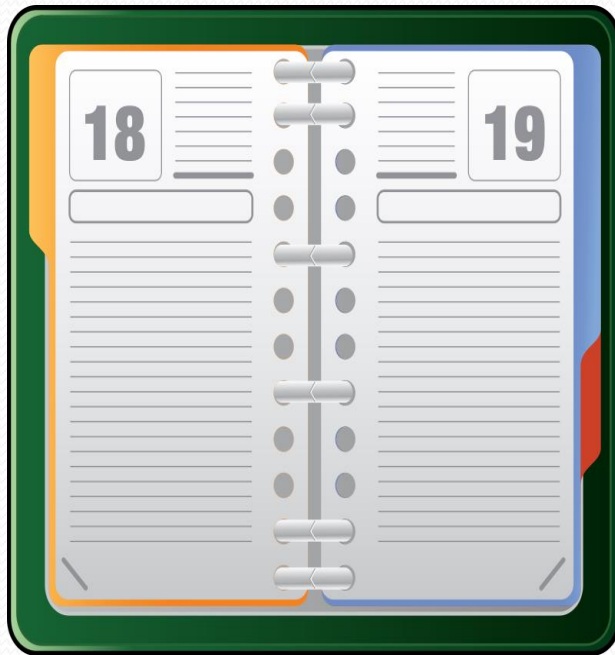
Cold Calls

Networking

Written Applications

**What TOOLS do you need
in your TOOLBOX?**

LOG BOOK/JOURNAL



Where?

What?

When?

Who?

Keys:

Time Management

Follow-up

What TOOLS do you need in your TOOLBOX?

BUILD RELATIONSHIPS

KEY: Comfort Level

c. Appearance – 1st impressions



JOB APPLICATIONS

- **Accurate**
- **Complete**
- **Neat**

- 
- 1. Read**
 - 2. Complete**
 - 3. Review**
 - 4. Review again**

INTERVIEWS

- **Explain your mistake**
- **Know your customer**
- **Say “Thank you”**

Explain Your Mistake

1. Mistake
2. Ownership
3. Lessons - Learned
4. Actions - Taken



KNOW YOUR CUSTOMER



SAY “Thank you.”

Additional Resources:

- **Work Opportunity Tax Credit**
- **Federal Bonding Program**
- **Unemployment Insurance**

Step # 3

- **Connect with customers**

Step # 3

- **NC WORKS -**
- **JOB FAIRS –**
- **INTERNET**
- **WANT ADS**
- **NETWORK**

**Identify + Sell + Connect =
Job Offer**



